

Sanitized - Approved For Release :  
CIA-RDP70-00211R000200180008-2

Report For Week Ending 25 February 1958  
From  
Records Center

During the week the following accessions were made:

OL	3 Cu. Ft.
COMPT	74 " "
OO	13 " "
Sub-Total:	<u>90 Cu. Ft.</u>
Finished Intelligence	1 " "
Total:	<u>91 Cu. Ft.</u>

Map Negatives	1,138 Cu. Ft.
Records Holdings	26,235 " "
Distribution Material Holdings	10,909 " "
Total:	<u>38,282 Cu. Ft.</u>

Distribution Material Disposed of at Center	1 Cu. Ft.
Distribution Material Transferred from Center	5 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "
Total:	<u>6 Cu. Ft.</u>

Accessioning

a. Tangible

- (1) Renumbered 1,300 shelving spaces and containers and noted the change on the stock control cards.
- (2) Cards for the "Space Allocation File" and craft tape for re-numbering the containers were sent to the "Clerical Pool" at Headquarters for numbering.

Reference

a. Tangible

- (1) Serviced two large orders for Headquarters during the week. Furnished 575 NIS Reports to the State Department and 328 Documents to ORR.
- (2) The Record Copies of NIS are being consolidated and arranged in country and section order.

Disposal

a. Tangible

- (1) Because of inclement weather, the Center was able to dispose of only 30 cubic feet of material.

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